SCANNED

G. R. S. IX-5]

Previous references.

File No. 533

1929-20

(EA)

Serial Nos. 1

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for Oct 1919

SUBJECT.

Programmed work drawn up for the Efficiency Audit Branch for Oct work

WD 2433—GPB—20,000—14-6-20

9/8/20

JO 4636.
24-2-19.

REPLY.

(*To be written on this margin.*)

D1207.

CB.T.70.

WD 216—GPB—2,000—2-5-18

AG 392 2

1

Office of the Dewan of Mysore.

NOTE.

Dated.....21st.....February...*191* 9.

I shall be glad if the Chief Secretary will kindly have a programme of work drawn up for the Efficiency Audit Branch for the ensuing 6 months and submit the same within one week.

23-2-19

WSH

Please prepare a programme
& bring up on Wednesday.

CBS
24/2/19

A programme of work
is put up as decided upon
~~after this~~ at the personal
interview today.

Boss
25-2-19

Chief Secretary)
I have discussed the programme
with the writer. It may be approved.

Dewan Approved

CBS
26/2/19
and
26.2.19

4911
26-2-19.

Copy noted
27/2

Type agreed to
but see Dewan's note
27-2-19.

As revised &
28.2.19

PROGRAMME OF WORK OF THE EFFICIENCY AUDIT BRANCH.

(March to ~~June~~ August 1919.)

I. Compilation of Manuals.

Work in the Branch--

1. Revision of the Excise Manual - Parts I & II.
2. Do. Efficiency Audit Manual.
3. Do Manual of Secretariat Essentials.
4. Publication of Amrut Mahal Department Manual (Draft under scrutiny)
5. Do. Supplement to the Manual of General Circulars & Standing Orders (In print).
6. Do. Volume III of the Police Manual (In print)
7. Standing Orders of 1918. (Orders are being collected and edited).

Expediting preparation by other departments-

1. District Office Manual (In print)
2. Sub Division Office Manual Do.
3. Taluk Office Manual (Part I in print, Part II under preparation)
4. Medical Code (Under compilation)
5. Forest Code (Revision) (Pending issue of orders on the relations of Dy.Comrs and Dt. Forest Officers)
6. Revenue Manual (Revision)- (To be taken up).
7. Registration Manual (Revision) (Vol. I in Press, Vol.II in hand)
8. Account Manuals (Revision)- (Special Officer is attending to them)
9. Public Works Department Offices Manuals- (A Special Officer is attending to them).
10. Survey Department Manual (Under compilation)
11. Police Superintendents' Office Manual- (List of contents approved and sent to I.G. of Police)

12. Office Manual of the Inspector General of Education. (I.G. reminded about Progress)

13. Veterinary Departmental Manual. (Reported to be nearing completion)

14. Compilation of Circular Orders issued by the Revenue Commissioner. (Nearing completion and promised to be submitted before the end of March 1919)

15. Stamp Manual - Parts III & IV. (Before Government)

16. Office Manual of the Chief Commandant's Office (revision)

17. Secretariat Manual (Revision) (To be taken up)

II. Improvement of Office Methods and proper maintenance of Records.

1. Simplifying Disposal Number System.

2. Simplifying Secretariat Work.

~~3. Standardising routine communications.~~

3. Examination of forms and returns with a view to their reduction.

4. Improvement of work in Taluk Offices. ✓

5. Revision of record manual.

III. Audit of Offices.

Head Quarter Offices-

1. Survey Superintendent's Office. ✓

2. Office of the Registrar of Co-operative Societies.

3. Senior Surgeon's Office.

4. Excise Commissioner's Office ✓

5. Office of the Inspector General of Registration.

6. Revenue Commissioner's Office.

~~7. Comptroller's Office.~~

8. Office of the Director of Industries and Commerce.

9. Cash section of the Secretariat ✓.

Districts-

9 to 11. Deputy Commissioners' Offices, Mysore, Bangalore and Shimoga.

12 to 14. Revenue Sub-Division Offices at the above places.

15 to 17. Taluk Offices at the above places.

IV. Examination of Contingent Exp in Select Offices

IV. System of Recruitment and Maintenance of Efficiency.

1. Backward Classes Committee Work.

2. Developing a scheme for training of office hands-

3. (1) General Clerks,
   (2) Accountants.

3. Development of Secretariat Club and Accountants' Association as cultural societies.

4. Standard scales of pay for officers and subordinates to serve as a basis for revision.

V Bureau of Official and Newspaper Intelligence.

To be organised.

VI. Miscellaneous.

1. Blue Book Journal, Nos. 2 and 3.

2. Hand Book of Mysore Administration.

3. Nandi Handbook.

4. Organization and Development work-

   (1) Arrangements for purchase of stores by Government departments.

   (2) Standardising Administration Reports.

5. Civic and Social Work-

6. Hill Station arrangements.

Note.- Under Sections I and II all the items of work already started or urgently necessary have been included. It may not be possible to complete all of them. But every effort will be made to complete as many as possible.

25-2-39.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D 1745

Efficiency Audit Complaints Register for the Month of May 1919

Submitted

(Sd) A.V.R

(Diwan) 18.6.19.

× × ×

The Work of the E A branch according to programme fixed should be reported upon once every month.

× × ×

(Sd) A R B

22.6.19

× ×

E.A.O.

In future prepare reports in the revised form.

(Sd) A.V.R

27.6.19.

U.S.E.A.

For attention

(Sd) C.S.B

24.6.19

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

7

6

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D. 9 Progress report of Efficiency Audit Dept.

Progress up to end of June is sent in the form desired by the Dewan.

Asst
7-7-19

Chief Secy

for perusal

Dewan

DEWAN'S OFFICE.
Recd. on JUL 24 1919
Reg. No. 589

CBK
21/7/19

Asst
24-7-19

Seen by the Dewan

24/7/19

NVR
27/7/19

Progress during the months of July and August is noted in the Statement

HK
3.9.1919

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G. R. S. III-2]

General and Revenue Secretariat. | File No. of 191 .

Serial No.

D.331

As will be seen from the statement, most of the items of work have been completed. The important items still outstanding are --

1. Preparation of Excise Manual (revised)
2. Inspection of the following offices-
   (a) Office of the Director of Industries and Commerce,
   (b) Office of the I.G. of Registration,
   (c) Office of the Registrar of Co-operative Societies.

3.

The Excise Manual has made good progress. Of the offices to be inspected, (a) and (b) are now under audit. The office of the Registrar of Co-operative Societies will be taken up in the course of this month or as soon as possible after the formation of separate offices for Assistant Registrars..

Some additional work had to be undertaken owing to (1) the inspection of District Offices ordered by the Dewan,

(2) the transference to this Branch of the work left incomplete by Mr.Chakrapani Iyengar in connection with the Taluk and District Office Manuals.

The programme drawn up in March was in force till August. A fresh programme has now to be settled. As the Branch has for the present been sanctioned only to the end of June 1920, it is necessary to concentrate attention on items which C

NOTE—Contn. sheet.

WD A 1789—GPB—60,000—20-8-18—S.

G. R. S. III-2]

General and Revenue Secretariat. | File No. of 191 .

Serial No.

Can be reasonably expected to reach completion before that date.

I would suggest the following main items:-

1. Excise Manual.

2. Part II of District Office and Taluk Manuals.

3. Secretariat Manual.

If there is any likelihood of the Branch being continued after June 1920, I should begin the Revenue Manual also which stands in need of considerable revision and condensation. But this will take some time and if it has to be left incomplete, it is better not to take it up at all.

~~Anzxegardexxxxxpaxxkzaazzwaxkzxzzamxanxmxkxkxg~~
~~xapaxaxxx pxapaxaxx~~

The Manuals suggested above together with the routine work of the Branch in connection with the Blue Book Journal, newspapers, Tour Notes, and a host of other miscellaneous items which has greatly increased of late will keep us fully engaged. There are a number of Manuals in preparation in the various Departments ~~over~~ in progress which ~~we have to keep a~~ watched, the Manuals have also to be scrutinised as they are read.

As regards inspection work, I am submitting separate proposals.

June 1919

Chief Secy)

Dewan)

DEWAN'S OFFICE.
Recd. on SEP 16 1919
Reg. No. C902

NOTE—Contn. sheet.

WD A 1789—GPB—60,000—20-3-18—S.

D. 3281

9 10

G. R. S. III-2]

General and Revenue Secretariat

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Serial No.

1902

A brief report of the work done under the programme drawn up in March last, together with a programme for work till June 1920, might be sent.

The question of continuing the Efficiency Audit Branch after June 1920 need not be raised just yet.

19.9.19

Accordingly a brief report is placed below together with a programme of work till June 1920. (vide next sheet)

Chief Secy)

23/9/19

Dewan

23/9/19

20/10

(Please see Dewan's order on the typed note below)

DEWAN'S OFFICE.
Recd. on OCT 21 1919
Reg. No. 2569

NOTE—Contn. sheet.

WD A 1789—GPB—50,000—20-8-18—S.

Progress of Work

The enclosed statement shows the progress of work in respect of the March-August programme. The work may be generally divided under four heads, namely -

1. Manuals prepared in the Branch
2. Manuals prepared by the several Departments but scrutinised in the Branch.
3. Inspections
4. General questions.

Manuals compiled in the Branch - Seven manuals were taken up and in addition to the incomplete portions of the Taluk and District Manuals, prepared by Mr. Chakrapani Iyengar, were also transferred to the Branch. Of these nine manuals, five have been completed, viz. Supplement to the Manual of General Circulars and Standing Orders, Volume III of Police Manual, Standing orders of 1918, Part II of District Office Manual and Part II of Taluk Office Manual. The printing of the last three is not however completed. The Excise Manual has been making good progress.

Manuals prepared by Heads of Departments - There are 17 such manuals included in the programme, of which two have since been taken up in the Branch itself, viz. District Office and Taluk manuals. Three (Nos. 4, 20, 23) have been completed. Three (Nos. 13, 19 & 24) have been deferred. The rest are in various stages of progress.

INSPECTIONS - Nine inspections (Items 30 to 38) were specified in the programme. All these except 31, 35 & 36 were completed before the end of August. Of the latter, 35 and 36 have since been completed. The only office in the programme not inspected is that of the Registrar of Co-operative Societies. This had to be left over as the establishment and records were being split up in order to constitute the offices of Assistant Registrars. As against this one omission, eight offices (District offices) were inspected under special orders.

General Questions - Items 25 to 29 and 39 to 50 fall under this

D-331

// 12

head. Of these, 25, 28, 39, 42, 43, 44, 45 & 46 have been completed. The remaining questions are either receiving attention or are too indefinite to admit of tangible progress.

Programme for October 1919 to June 1920

As for the programme for the ensuing months, the following suggested:-

1. Issue of Part II of District Office and Taluk Manuals (Ordered. Copies awaited)
2. Completion of Excise Manual (Entire matter passed for print)
3. Revision of Revenue Manual (if ordered) (Being done).
4. Complete revision of the Secretariat Manual, Council Manual and all other ancillary manuals of Secretariat business. (To be taken up after receipt of the report of Sir Hubert Llewelyn Smith's Committee on Secretariat methods in India) (To be started)
5. Standardisation of administration reports.

The above will be taken up, in addition to the programme of office inspections already suggested and in addition to the routine work of the Branch (e.g. editing of Blue Book Journal, scrutiny of manuals sent up by Heads of Departments) which need not be categorically narrated in the programme.

27/9

[redacted]

22.10.19

27/10

REPORT OF WORK DONE IN THE EFFICIENCY AUDIT BRANCH.

Programme of work (March to August 1919).	Progress up to end of May 1919.	Progress during June 1919.	Progress during July 1919.	Progress during August 1919.
Compilation of Manuals (Written Branch)				
1. Revision of Excise Manual Parts I and II.	Part I with main enactments is ready. Detailed rules framed to govern the annual sales of the Excise privileges have been referred to the Excise Commissioner for - remarks on the modifications proposed for various other districts. Rules to - regulate the working of the reserve staff were drawn up for inclusion in Part III of the Manual. Ledger and chellan forms now in use in the department were revised. The revised forms have been sent to the Excise Commissioner for remarks.	D.C. forms and their enclosures were revised and referred to the Rev. branch for further action. Chapters on prosecution and Procedure & departmental appointments etc were completed.	Chapters on (1) collection, remittence and refund of revenue and (2) inspection and itineration were drafted. Collected materials for the chapter on Office Procedure and registers and returns.	The first six chapters of Part II were further revised. Part I was sent to the Press. Chapter I of Part II on Systems of Administration was ready for being sent to the Press.
2. Revision of the Efficiency Audit Manual.	was awaiting orders on a Bureau of Newspaper Intelligence Scheme, which has been recently sanctioned.		Orders on the Newspaper scheme issued on 2-7-1919.	
3. Revision of the Manual of Secretariat Essentials.		Draft ready	...	Will be takenup along with S1.24 (revision of Secretariat Office Manual)
4. Publication of Amrut Mahal Department Manual	The draft as revised in the Branch was sent to the Chief Commandant for resubmission with the views of the present Amrut Mahal Superintendent.		...	

12/13

Programme of work (March to August 1919)	Progress up to end of May 1919. -	Progress during June 1919.	Progress during July 1919.	Progress during August 1919.
(5.) Publication of a Supplement to the Manual of General Circulars and Standing Orders.	Printed copies have been received and distributed		A Correction slip re preparation of State Administration Report issued.	Copies of orders were collected and they were being edited.
(6.) Publication of volume III of Police Manual	Printed copies received & distributed		.....	.....
7. Compilation of the Standing Orders of 1918. Expediting preparation by other Depts.	Orders have been collected -edited and sent to Press. Proofs awaited.		Proofs corrected and returned to Press.	Copies awaited from the Press.
8. District Office Manual.	Part I has been issued. Part II is in print.		...	...
(9.) Sub-Division Office Manual.	Has been issued.			
10. Taluk Manual.	Part I has been issued. Part II under preparation.		...	...
11. Medical Code.	Under compilation.		...	...
12. Forest Code.	Arrangements to have the work done in the Branch with the aid of a clerk of the Forst Dept. are under consideration.		Sanction for special establishment is awaited.	

17 14

Programme of work (March to August 1919)	Progress up to end of May 1919.	Progress during J June 1919.	Progress during July 1919.	Progress during August 1919.
(13) Revenue Manual Revision	~~To be taken up~~ Ordered to be deferred till October 1919.			
14. Registration Manual (Revision)	Part I in press. Part II under preparation.			
15. Account Manuals (Revision)	A Special officer is attending to them.	Account Codes Vol 1 & 2 issued.		
16. Public Works Department Manuals	— do —			
17. Survey Department Manual.	Under compilation by a special officer.	Chapters 1 to 5 received ~~first~~ under scrutiny.		Chapters 1 to 5 returned for revision on lines indicated.
18. Police Superintendents' Office Manual.	The draft received from the I.G. of Police was scrutinised and returned for revision.			
(19) Office Manual of D.G. of Education.	Ordered to lie over pending orders on the Education Policy.			
20. Veterinary Departmental Manual.	Reported to be nearing completion.	Draft is ready.		Draft received and completely revised.
21. Compilation of Circular Orders issued by the Rev. Commissioner.	Draft is reported to be ready and would be submitted early after fair copy.			

14, 15

Programme of work (March to August 1919.	Progress up to end of May 1919.	Progress during June 1919.	Progress during July 1919.	Progress during August 1919.
22. Stamp Manual Parts III & IV	Under Scrutiny in the administrative Branch.			
23. Office Manual of the office of the Chief Commandant (revision)	Scrutinised.	Pending orders of the Extraordinary member		Draft was approved and returned to the Chief Commandant for being printed.
24. Secretariat Manual(Revision) Improvement of office methods and proper maintenance of records.	Note submitted.	Note returned for Chief Sec'y for personal discussion (Rep'y).		
25. Simplifying Disposal Number System.	(Under study) work in Dr offices at Shimoga started,	Shimoga Dr offices at Bangalore & Cuddapah completed & Mysore Dr offices started (Mysore Dr offices)	Mysore, Hassan, Kolar and Chitaldrug completed. Kadur going on.	The Auditor has finished his work in the Kadur District Office.
26. Simplifying Secretariat work.	Under study. Will be taken up with item (24)			
27. Examination of forms and returns with a view to to their reduction.	~~xxxx~~ Forms ~~have~~ are being collected and are under scrutiny.	The work is being continued.		
28. Improvement of work in Taluk Offices	The committee's report has been sent to the Revenue Commissioner for opinions and suggestions.	Rev Com'r reminded	Dewan's Order. "It is an extraordinary scheme to work out which means a great outlay which the present condition of our finances may not permit." The papers ordered to be recorded.	
29. Revision of Record Manual.	Orders issuing record rules for the departments not included in Part I of the Manual are being collected. Part I is also under revision to make the rules and records uniform in	Work is Continuing.		

Programme of work (March to August 1919).	Progress up to end of May 1919.	Progress during June 1919.	Progress during July 1919.	Progress during August 1919.
Audit of offices (Headquarters)				
30. Survey Superintendent's Office Audit.	Has been completed.			
31. Audit of the Office of Registrar of Co-operative Societies.	Not yet taken up.			
32. Audit of Senior Surgeon's Office.	Do.		Completed.	
33. Audit of Excise Commissioner's office.	~~Audit completed and notes under preparation.~~	Audit Completed and note under preparation	Note issued & Submitted to 3rd Member.	
34. Audit of Office of I.G. of Registration.	Not taken up.		Commenced	Taken up
35. Audit of Revenue Commissioner's Office.	Do.		Commenced	Auditor completed his work. I am going through the registers.
36. Audit of Office of Director of Ind. & Commerce.	Do.			Taken up.
37. Audit of the Cash Section of the Secretariat.	Audit completed and the notes prepared are under submission.		Audit note submitted to Secretariat. Note or suggestion for further action is under preparation.	

Programme of work (March to August 1919.)	Progress up to end of May 1919.	Progress during June 1919.	Progress during July 1919.	Progress during August 1919.
38. Examination of Contingent expenditure in select offices.	This is being done in the Deputy Commissioners' Offices in connection with the audit of those offices.			
System of recruitment and maintenance of Efficiency				
39. Backward classes Committee work.	The final draft report has been submitted to the President.			The report of the Committee was received and was being worked up in the Confidential Branch.
40. Developing a scheme for the training of office hands.		Under study.		
41. Development of Secretariat Club and Accountants' Association as cultural Societies.		Secretaries are being urged to convene meetings.		
42. Growth of expenditure under establishments - progress for five years, with reference to reorganization of departments.	Statement has been prepared and sent to the Auditor of Railway Accounts for entering - figures under Railways.	Reminded	Statement completed and sent to the Press.	Copies of the statement were submitted to the Dewan and the Members of Council.
43. Statistics under recurring expenditure.	A statement for ten years has been prepared.	Financial Branch has prepared separate statistics in connection with Financial Report.		

Programme of work (March to August 1919).	Progress up to end of May 1919.	Progress during June 1919.	Progress during July 1919.	Progress during August 1919.
Bureau of Official and Newspaper Intelligence. Miscellaneous	Proposals have been submitted.	Approved by Council &	Official Memorandum of revised arrangements issued.	
45. Blue Book Journal Nos.2 & 3.	Nos.2 & 3 of Vol.III have been issued. ~~No.4 under compilation.~~	No. 4 under compilation	Proofs of No.4 received are under scrutiny.	
46. Hand Book of Mysore Administration.	The first 20 chapters have been finally printed and proofs of the remaining chapters have also been scrutinised and passed for print.	A Table of Contents has been prepared and sent to the Press. Copies awaited		Printed. Will be Issued after Correction.
47. Nandi Hand-book.		Reference Books studied. Manuscript under preparation (for H/R).		
48. O.& D.work- Arrangements for purchase of stores by Govt. departments.	Notes called for from co-operators are awaited.			
49. Standardising Administration Reports of Depts.	Suggestions from the 14 Depts. have been received. A note is under preparation.		Question referred to the respective Secretariats for disposal as ordered by Dewan.	
50. Civic & Social Work.	The diaries of the Secretary, Proceedings of meetings and progress reports are being scrutinised as received.			

1/8 19.

Programme of work (March to August 1919).	Progress up to end of May 1919.	Progress during June 1919.	Progress during July 1919.	Progress during August 1919.
51. Hill station arrangements.	Necessary action taken. Special Easter trains arranged. Week end trains arranged but did not prove a success. Library formed.			

19 & 61